

Noble High School

KnightTime



Handbook
2014-2015

“At Noble High School, we believe all students can learn when provided with a rigorous and personalized education. We use transparent and democratic practices to foster a community of learners that values trust, decency, and equity for all. By creating authentic opportunities for collaboration, performance, and meaningful work, we seek to prepare students through mastery of skills and knowledge so they may participate capably and responsibly in society.”

SECTION I: KnightTime Introduction

Enriching Students Login: <http://noblemehs.app.enrichingstudents.com/Account/Login>

KnightTime Vision

NHS KnightTime is successful because it creates structures to support students and to help them achieve success. Students will be accountable for their learning and will receive credit for their active participation. We value KnightTime; its purpose is to promote academic success, foster relationships, and build community.

KnightTime (KT) Overview

Each KnightTime Advisor meets with their KT students on Monday for 45 minutes. This time is spent reviewing academic progress and goals in order to book the student's time for the rest of the week. By the end of Monday's KT, every student will have a scheduled place to be for KT on Tuesday, Wednesday, and Friday. During KT the rest of the week, students will report directly to the location they are booked and remain there for the duration.

KnightTime Schedule

Prior to Monday	Monday	Tuesday	Wednesday	Thursday	Friday
Pre-Booking -Teachers can pre-book students who need extra support in their classes	Planning Time 45 minutes -Meet with KT Advisor -Review grades on Infinite Campus -Make a plan for the week and <i>book</i> where needed	Academic Time 45 minutes -All students booked in locations throughout the school	Academic Time 45 minutes -All students booked in locations throughout the school	Late Start No Knight Time	Academic Time 45 minutes -All students booked in locations throughout the school

- If there is a snow day on Monday, booking day will be the next day back to school and there will be fewer booked days for the week.
 - **Columbus Day:** On October 6th, KT Advisors will book their KT students for the week of October 6th and October 13th (5 Academic Time blocks).
 - Students will report to their KT advisor during exams week.
- If there is a snow day, or other interruption, during the week, that booked day is eliminated from the schedule.

KnightTime Credit

- Students will receive one of the following marks for each day of KT:
 - Present/Active
 - Present/Inactive
 - Absent

- Students must receive at least 75% present and participating for the semester in order to earn credit in KT.
- Students will receive .25 credits per year for KT.

SECTION II: Student Responsibilities

KnightTime Student Academics

KT activities will vary by subject area, grade level, and individual teachers.

Students may...

- Clarify assignments and/or grades with a teacher
- Work on understanding concepts that have been presented in class
- Practice fundamental skills needed for successful completion of graduation standards
- Work on long term class and group projects
- Receive assistance with make up work
- Complete missed assessments, labs, classwork, etc.
- Request enrichment activities
- Meet with guidance counselor for a predetermined purpose

KnightTime Student Expectations

Students will...

- Use Infinite Campus to review their academic status and prioritize bookings in order to work with their advisor to make a schedule for the week.
 - Go to Noble High School Web Page
 - Click on MSAD #60 link at the top of the page
 - Click on Infinite Campus Login tab
 - Click on Student/Parent Login
 - Username is always their Student ID #
 - Password is whatever they have chosen as a password
 - If any student is having difficulty logging in to Infinite Campus, it is the student's responsibility to notify his/her KT Advisor.
- Check their email for their schedule and connect with their advisor to review/update in the event of an absence on Monday (Planning Time)
- Remain in their booked site for the entirety of KT (except for a necessary meeting with guidance, administration, and the nurse).
- Actively participate in KT in order to support their learning and academic advancement by arriving on time, bringing all required materials (Chromebook, charger, etc.), and

SECTION III: KnightTime Advisor/Teacher Responsibilities

KnightTime Teacher Academics

KT activities will vary by subject area, grade level, and individual teachers.

Teachers may...

- Assist students with coursework to meet graduation standards
 - Understanding essential concepts
 - Practicing fundamental skills
 - Working on long-term/group projects
- Make arrangements with students to complete missing assignments
- Provide enrichment activities
- Organize academic support groups based on individual student needs

KnightTime Advisor Expectations (Monday)

Advisors will...

- Work with each student during the Monday Planning Time
- Book each student for the week into locations that will enhance their academic progress
- Create a schedule for any student who is absent during the Monday Planning Time
- Respectfully communicate with other teachers to mediate pre-bookings or booking discrepancies.
- Maintain a substitute folder with attendance roster and clear expectations for what students and the substitute teacher are responsible for during KT
 - Notify KT Teacher Partner and Janice Eldridge by email in the event of a Monday absence

KnightTime Teacher Expectations (Tuesday, Wednesday, Friday)

Teachers will...

- Arrive to their KT locations on time and support students for the entirety of KT Academic Time
- Pre-book students needed for the week prior to Monday morning
- Respect students and their colleagues by limiting extensive/continuous pre-booking of particular students or groups of students
- Use effective and varied strategies to meet the individualized needs of as many students as possible

during KT

- Hold students accountable for their academic engagement

SECTION IV: Special Circumstances

ASSEMBLIES

The number of school-wide assemblies will be limited in an effort to not interfere with KT. Occasionally KT times will be modified to accommodate other school-wide activities or presentations

TEAM TIME

Team teachers can coordinate to pre-book their entire team on an as needed basis.

OTHER

Any other special, long-term, group bookings will need to be submitted and approved by the KT Board (Janice Eldridge and Julie Gagnon). Only academic proposals will be eligible for approval.

SECTION V: Guidelines for Non-Classroom Areas

ART

Art rooms are available for students currently enrolled in an art class who are working on a project, making up class time, and/or meeting with an art teacher. Other students may be pre-booked to the art rooms by any of the art teachers for a predetermined purpose.

GUIDANCE

Guidance counselors may pre-book students individually, or in groups, for any discussions or presentations as needed. Students cannot be booked to a guidance counselor by their KT advisor.

GYM / FITNESS ROOM

Gyms and the fitness room are available for students who need to make up class time or activities. Students are only permitted in these areas if they are pre-booked by an athletic department teacher during the first semester. The gym is open for bookings starting second semester.

LEARNING CENTER

Students may be booked to the Learning Center for guided work time. Students may be booked to their specific case manager if they require more specific one-on-one help.

LIBRARY

Students may be booked to the library for any research or book access. The library is also available as a quiet environment for studying or reading. Students should *not* be booked to the library for group project work.

MATH LAB

Any student may be booked to the Math Lab as long as space is available.

MUSIC

A student who is currently a member of Band, Jazz Band, Chorus, or Chamber Singers may be booked to the music rooms for extra practice sessions. Students currently enrolled in a music class may be booked to make up class time or for extra help. Other students may be pre-booked to the music rooms by any music teacher for a predetermined purpose.

SECTION VI: KnightTime Vocabulary

- **Planning Time**
 - 45 minutes on Mondays when students meet with their advisor to plan their KnightTime schedule for the week and book locations
 - Advisors and students determine appropriate locations based on where academic support is needed

- **Academic Time**
 - 45 minutes on Tuesdays, Wednesdays, & Fridays when students receive academic support in the classes they book with advisor during Planning Time

- **Pre-Booking**
 - Prior to Monday morning, NHS staff members can book students who need more support in their classes for the upcoming week.
 - Pre-booked locations will appear on the students' schedules when they are meeting with KnightTime Advisors during Monday Planning Time

- **Enriching Students**
 - A software program that runs all the bookings and attendance for KnightTime
 - Students can be emailed their schedule for the week using the software
 - Link: <http://noblemehs.app.enrichingstudents.com/Account/Login>